

Department: _____

Travel Date(s): _____

Name: _____

Title: _____

Employee ID# _____

Personal Vehicle Mileage

I certify that use of a personal vehicle was more advantageous than a state or commercial rental. Yes No

Select type of personal vehicle: Automobile Motorcycle Airplane

Date	Origin	Points Visited	Destination	Begin Miles	End Miles	Commute Miles	Personal Miles	State Use Miles

Total State Use Miles	
Mileage Rate \$	

Indicate use of motor pool vehicle or shared transportation:
 Motor pool Vehicle was used for travel. Person(s) traveled with:

Commercial Transportation (paid for by employee)

Begin Date	End Date	Type of Transportation	Origin	Destination	Amount
Total					

Voice/Data Communications (Telephone Calls, Internet Charges, Postal Fees)

Date	Location	Person Called	Reason for Call	Amount
Total				

Parking, Tolls, Portage

Date	Description	Amount
Total		

Gasoline for Rental Vehicle (paid by employee)

Date	Description	Amount
Total		

Miscellaneous Expenses

Date	Description	Amount
Total		

Explain any expenses that are unusual or exceed established limits:

Total Other Expenses \$